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9 October 1959

MEMORANDUM FOR: DD/P Training Officer

SUBJECT : Training of CIA Wives for
Overseas Contract Employment

1. It has long been Agency policy and practice, wherever necessary and appropriate, to provide local, contract employment overseas to wives of CIA staff and headquarters-contract personnel. These wives, in addition to those other CIA wives overseas who are themselves staff employees, represent an oftentimes indispensable reservoir of security-cleared people to augment the regular staffs of our stations, bases, and even of projects. Wives with prior Agency experience have been preferred; however, large numbers with stenographic, clerical, or other technical knowledge or experience gained outside CIA have performed valuable services, as have those with high proficiency in foreign languages. Most of these temporary "working wives" have had to receive on-the-job orientation and training in the field in order to familiarize them with our procedures and practices.

2. It is believed that in the long run the over-all and individual efficiency and contribution of the working wives overseas can be improved and enhanced if many or all of them receive orientation and training at headquarters prior to going overseas. The amount and type of orientation and training would have to vary according to the individual "trainee" and according to the established--by experience, by specific requirement, or by planning--needs of the stations, bases, or projects.

3. The range of orientation and training for a prospective working wife overseas might include the following types of briefing or formal courses:

a. Basic to any first overseas assignment to any area is the Dependents' Briefing. Consideration should be given to making this briefing mandatory as far as is reasonably possible and consistent with personal cover.

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NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

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Date: 11 JAN 78 By:

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b. Complementing the Dependents' Briefing is the Americans Abroad Orientation series, designed to facilitate personal adjustment to life and service in specific countries or areas. Attendance should be strongly encouraged for all adult dependents.

c. For those wives who may anticipate overseas assignment by virtue of their husbands' status and plans and who wish to be considered available for overseas employment if a need should exist, it is proposed that the Office of Training present a special Basic Ops Support Course for Dependents. This course would provide actual training in many of the essential fundamentals of CIA field station organization, functions and SOP's with emphasis on those activities in which a "working wife" might be most likely to participate. The course in mind would run for three weeks, five days per week, six hours of classroom instruction per day. (See Attachment A for a suggested list of subjects to be covered.)

d. Once the above course has been completed, the training report and the wife's personnel profile (biographic sketch) would be available for transmittal overseas for consideration by the field station. Once the employee and his wife have received notice of a definite overseas assignment, the area branch (desk) concerned should then determine, tentatively or firm, what if any further training for the wife is appropriate or necessary. This additional training might include: photography, other TSS subjects, budget and fiscal procedures, information reporting, tradecraft, language, typing and shorthand refresher training, etc.

3. Assuming that such training is desirable and feasible, it is proposed also that training as opposed to orientation be accomplished on a reimbursable basis. This proposal has been discussed in principle with the SSA-DD/S, ASSA--Personnel, the Chief, Contract Personnel Division, the Director of Personnel, the EA-DD/S, and the Deputy Director of Security, and the consensus is that an administrative arrangement, possibly a project, appears feasible whereby a prospective "working wife" may be employed under a special contract, in a non-productive work capacity, not chargeable to a personnel ceiling, for the purpose of training for overseas duties. This contract would be for up to one year and would terminate in any case at departure overseas. Employment in the field would be under a new, local field contract negotiated by the station. The trainee would be reimbursed only for time spent in training, at an hourly rate roughly equivalent to

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\$12.00/day, or sufficient to cover babysitter and transportation costs, plus a small incentive. The wife with no children would, of course, find this very attractive, but on the other hand she would be the most likely to be hired in the field. Such abuses as "professional trainees" can be averted by restricting the pre-assignment training to orientation and the Basic Ops Support Course. This should be accomplished before a firm assignment, however, since after an assignment has been made, the wife usually has very little time for training.

4. One other point might be made. It is believed that all wives headed overseas, especially those of professional category employees, should be encouraged to participate in the Voluntary Language Training Program, but not in a pay status.

5. As a further suggestion, we believe it may be very useful to begin such a project with a "pilot class" of wives of JOT's, to be trained preferably in March or April 1960 while their husbands are at [redacted] If there are insufficient JOT wives we should open the class up to other wives headed overseas.

6. It is suggested that you discuss this training proposal with the DD/P and others, as appropriate. If the reception is favorable, we should like to proceed further in preparing the necessary administrative arrangements--project, contracts, course outline and scheduling, etc.--and to discuss funding. For your information, we believe that by being selective in accepting applications for this training (including security approvals, medical clearance, etc.), we can handle the proposed training within the present facilities of the Ops Support faculty of the Intelligence School, OTR.

[redacted]
Chief, Plans and Policy Staff

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Attachment:

**Subject Outline for Training of
JOT Wives for Service Overseas**

Distribution:

Orig. & 1 - Addressee
2 - PPS

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OTR/PPS [redacted] :nld (9 Oct 59)

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SUBJECT OUTLINE FOR TRAINING OF IOT

WIVES FOR SERVICE OVERSEAS

COURSE ADMINISTRATION AND INTRODUCTION

SECURITY BRIEFING

(Security in relation to the course - outside conduct -
safekeeping of materials - how to open and close a safe.)

DDP FUNCTIONS

(A short review is all that will be necessary.)

AREA DIVISIONS AND FIELD INSTALLATIONS

25X1A

RECORDS INTEGRATION FUNCTIONS

NAME CHECKS

MESSAGE WRITING AND CABLE FORMAT

Cable Writing Workshop

FOREIGN TRAVEL

Foreign Travel Workshop

INTRODUCTION TO INFORMATION REPORTS

PERSONNEL SERVICES

CONTRACT PERSONNEL

INTRODUCTION TO CLANDESTINE ACTIVITY

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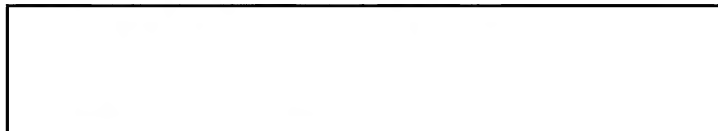
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ACTIVE OPPOSITION TO CLANDESTINE ACTIVITY

COVER CONCEPTS

(Personal and Working Cover)

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FOREIGN ASSIGNMENTS

**(To include: Responsibility as an American Citizen Abroad.
Responsibility as an employee of CIA under
cover installation.
Responsibility to your social and business
colleagues.
Responsibility for supporting husband's role.)**

AGENT ACCOUNTING BY CASE OFFICER

SHIPMENT OF CAR AND HOUSEHOLD EFFECTS

COMMUNIST FRONT ORGANIZATIONS

TYPE II PROPERTY RECORDS PROCEDURES

Type II Property Records Workshop

CLASS B ACCOUNTING PROCEDURES

Class B Accounting Workshop

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Area Films during Lunchtime

Outside Reading: The Spy Web

The Ugly American

Outline-type book on American History

Outline-type book on American Government

**American Foreign Affairs, by William Lytle
Schurz**

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